BRUHATH BENGALURU MAHANAGARA PALIKE

REQUEST FOR PROPOSAL
FOR
PROVIDING DATA ENTRY OPERATORS AND TECHNICAL PROGRAMMER ON OUTSOURCED BASIS TO ELECTION BRANCH ADEO CENTRAL OF BBMP

BY INTERESTED NGO/FIRM/ORGANISATION

Tender Reference Number: **BBMP/2024-25/SE1291**

TABLE OF CONTENTS

REQUEST FOR PROPOSAL (RFP) SCHEDULE **3**
SECTION I – LETTER OF INVITATION **4**
SECTION II – INFORMATION TO SERVICE PROVIDER (ITC) **6**
1. Introduction 7
2. Clarification and Amendment of RFP Documents 8
3. Preparation of Proposal 9
Technical Proposal *9*
Financial Proposal *10*
4. Submission, Receipt, and Opening of Proposals 11
5. Proposal Evaluation 11
General *11*
Evaluation of Technical Proposals *11*
Opening and Evaluation of Financial Proposals; Ranking *13*
6. Negotiations 13
7. Award of Contract 13
8. Confidentiality 13
9. Purchaser's right to vary Quantities at Time of Award 13
10. Purchaser's Right to Accept Any Tender and to Reject Any or All Tenders 14
11. Bidders will be debarred as per the KTPP act. 14
12. Any Bidder from a country which shares a land border with India will be eligible to bid in this tender only if the Bidder is registered with the Competent Authority. 14
13. Period of Validity of Tenders 14
SECTION III – TECHNICAL PROPOSAL – STANDARD FORMS **15**
1. Technical Proposal Submission Form 16
2. Details of Service Provider' 17
3. Description of the methodology and work plan for performing the assignment 18
4. Format of Annual Turnover Statement 19
5. Format of Affidavit 20
6. Affidavit for Political Neutrality 21
7. Details of the existing contracts 22
SECTION IV – FINANCIAL PROPOSAL – STANDARD FORMS **23**
1. Financial Proposal Submission Form 23
SECTION V – TERMS OF REFERENCE **24**
1. Background 25
2. Concise Statement of Objectives 25
3. An Outline of the Tasks to be Carried Out (Scope of work) 25
4. Schedule for Completion of Tasks 28
5. Data, Services and Facilities to Be Provided by the Client 28
6. Final Outputs (i.e., Reports, Drawings, etc.) that will be required of the Service Provider 28
7. Composition of Review Committee to Monitor Manpower Service Providers Work 28
8. Procedure for Review of Progress Reports, Inception, Status, Final Draft and Final Reports ... 28
9. List of Positions whose CV and Experience would be evaluated. 28
SECTION VI – CONTRACT OF SERVICE PROVIDER'S SERVICES **29**
1. Form of Contract 30
2. General Conditions of Contract 31
2.1. General Provisions *31*
2.2. Commencement, Completion, Modification, and Termination of Contract *32*
2.3. Obligations of the Service Provider *35*
2.4. Service Provider' Personnel *37*
2.5. Obligations of the Client *37*
2.6. Payments to the Service Provider *38*
2.7. Settlement of Disputes *39*
2.8. Performance Security *40*
2.9. Risk Clause *40*
Checklist for Documents to be submitted 42

REQUEST FOR PROPOSAL (RFP) SCHEDULE

1.	RFP Reference No.	:	**BBMP/2024-25/SE1291**
2.	Date of Commencement of Download of RFP Document from Karnataka Public Procurement portal http://kppp.karnataka.gov.in	:	From 07/02/25 onwards
3.	Last Date and Time for uploading Online Queries[1] in Karnataka Public Procurement portal	:	up to 11/02/25 5:00 PM
4.	Date and Time of Pre-bid Meeting	:	11/02/25 at 12:30 PM at the following venue: Office of AC Election, Head office BBMP, N R Square, Bengaluru-560002, Ph: 080-22975564.
5.	Last Date and Time for uploading of RFP in Karnataka Public Procurement portal	:	up to 21/02/25 5:00 PM
6.	Date and Time of Online Opening of RFP Applications in Karnataka Public Procurement portal	:	24/02/25 11:00 AM
7.	Place of Opening of RFP Applications	:	Online at Karnataka Public Procurement portal
8.	Address for Communication	:	Office of AC Election, Head office BBMP, N R Square, Bengaluru-560002, Ph: 080-22975564, email id: deo.bbmp@gmail.com

[1] Only Online Queries through eProcurement portal will be accepted. Queries sent through letters, emails or any other mode will not be entertained.

SECTION I – LETTER OF INVITATION

BRUHATH BENGALURU MAHANAGARA PALIKE

- **RFP No.: BBMP/2024-25/SE1291**

Date: 07/02/2025

Dear service providers,

1. AC election invites Proposals through Karnataka Public Procurement portal (two cover system) **FOR PROVIDING DATA ENTRY OPERATORS AND TECHNICAL PROGRAMMER ON OUTSOURCED BASIS TO ELECTION BRANCH ADEO CENTRAL OF BBMP BY INTERESTED NGO/FIRM/ORGANISATION**, for a period of 12 months, which may be extended by another 12 months based on performance. More details on the Services are provided in the Terms of Reference.
2. The RFP is open to all service providers, who meets the eligibility criteria.
3. The RFP includes the following documents:
   3.1. Section 1 - Letter of Invitation
   3.2. Section 2 - Information to Service Provider
   3.3. Section 3 - Technical Proposal - Standard Forms
   3.4. Section 4 - Financial Proposal - Standard Forms
   3.5. Section 5 - Terms of Reference
   3.6. Section 6 - Standard Form of Contract.
4. The Financial Proposal of the Service Providers who are technically qualified/responsive will only be opened through Karnataka Public Procurement portal.

Yours sincerely,

AC (ELECTION)

BRUHATH BENGALURU MAHANAGARA PALIKE

SECTION II – INFORMATION TO SERVICE PROVIDER (ITC)

1. Introduction

1.1. The AC (election) BBMP, invites Proposals through Karnataka Public Procurement portal (two cover system) FOR PROVIDING DATA ENTRY OPERATORS AND TECHNICAL PROGRAMMER ON OUTSOURCED BASIS TO ELECTION BRANCH ADEO CENTRAL OF BBMP BY INTERESTED NGO/FIRM/ORGANISATION, for a period of 12 months, which may be extended by another 12 months based on performance. The RFP is open to all service providers. The service providers will be selected under Least Cost Selection (LCS) procedures described in this RFP.

1.2. The Service Provider must familiarize themselves with local conditions and take them into account in preparing their Proposals. To obtain first-hand information on the Assignment and on the local conditions, Service Provider are encouraged to pay a visit to the location before submitting a Proposal, and to attend a pre-proposal conference as per the RFP schedule. Attending the pre-proposal conference is optional.

1.3. Please note that the costs of preparing the proposal and of negotiating the contract, including a visit to the Client, are not reimbursable as a direct cost of the Assignment; and the Client is not bound to accept any of the Proposals submitted.

1.4. It is GOK's policy to require that Service Provider observe the highest standard of ethics during the execution of such contracts. In pursuance of this policy, the GOK:

1.4.1. defines, for the purposes of this provision, the terms set forth below as follows:

1.4.1.1. "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution; and

1.4.1.2. "fraudulent practice" means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of GOK, and includes collusive practices among Service Provider (prior to or after submission of proposals) designed to establish prices at artificial, noncompetitive levels and to deprive GOK of the benefits of free and open competition.

1.4.2. will reject a proposal for award if it determines that the firm recommended for award has engaged in corrupt or fraudulent activities in competing for the contract in question;

1.4.3. will declare a firm ineligible, either indefinitely or for a stated period of time, to be awarded GOK-financed contract if it at any time determines that the firm has engaged in corrupt or fraudulent practices in competing for, or in executing, a GOK-financed contract; and

1.4.4. will have the right to require that, GOK to inspect Service Provider's accounts and records relating to the performance of the contract and to have them audited by auditors appointed by GOK.

1.5. Service Provider shall not be under a declaration of ineligibility for corrupt and fraudulent practices issued by GOK in accordance with the above para.

1.6. The Service Provider shall be aware of the provisions on fraud and corruption stated in the standard contract under the clauses indicated above and GCC.

1.7. Earnest Money deposit or Bid security

1.7.1. The Service Provider shall furnish Bid Security.

1.7.2. The Bid Security shall be paid in the Karnataka Public Procurement portal using any of the following payment modes:

a) Credit Card

b) Direct Debit

c) National Electronic Funds Transfer (NEFT)

d) Over the Counter (OTC). The OTC payment facility shall be available at designated ICICI bank branches for making payments from the dates of notification of IFB.

1.7.3. Confirmation of the receipt of the Bid processing fee and Bid Security in Government of Karnataka central pool A/c held at ICICI Bank shall be verified. If an acceptable Bid Security is not received then the e-Procurement portal will not allow the bidder to submit its bid. If bidder has not paid EMD bid will be rejected.

1.7.4. The Bid Security of unsuccessful Bidders will be returned as promptly as possible upon the successful Bidder's furnishing of the Performance Security.

1.7.5. The Bid Security may be forfeited:

a) if a Bidder

i) withdraws its bid during the period of bid validity specified by the Bidder on the Technical Bid Submission Form and extension of bid validity thereof;

b) if the successful Bidder fails to:

i) sign the Contract;

ii) Furnish a Performance Security.

1.7.6. EMD is not Exempted for MSME/SSI as per govt order FD/295/exp/12/2019 Dt 26/3/2019.

2. Clarification and Amendment of RFP Documents

2.1. Clarifications on the RFP may be uploaded online in Karnataka Public Procurement portal as per the RFP Schedule. Only Online Queries through Karnataka Public Procurement portal will be accepted. Queries sent through letters, emails or any other mode will not be entertained.

2.2. At any time before the submission of Proposals, the Client may, for any reason, whether at its own initiative or in response to a clarification requested by a firm, modify the RFP documents by amendment. Any amendment shall be issued in writing as addendum/corrigendum. Addendum/corrigendum will be uploaded in the

Karnataka Public Procurement portal only. The Client may at its discretion extend the deadline for the submission of Proposals.

3. Preparation of Proposal

3.1. Service Provider are requested to submit a Proposal written in the English language.

Technical Proposal

3.2. In preparing the Technical Proposal, Service Provider are expected to examine the documents comprising this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a Proposal.

3.3. While preparing the Technical Proposal, Service Provider must give particular attention to the following:

3.3.1. Service Provider Should not associate with the other Service Providers for this Assignment (Joint venture is not allowed for this tender).

3.3.2. The estimated number of staff required is as follows:

SL No.	NAME of the staff	Total staffs	Minimum Qualification Requirement
1	DEO	07	• Educational Qualification – 2nd PUC with Computer training
2	Technical Programmer	01	• Educational Qualification – Bachelor of engineering
	Grand Total	08	

Note: 1) Should follow reservation as per the Government order issued by secretary DPAR 20/05/2024.

2) As per the Government of Karnataka order number CS/137/AES/2022 dated 19/05/2022, 33% of the total staff should be reserved for women candidates.

3.4. The Technical Proposal should provide the following information using the attached Standard Forms and documents stated below in the table, all the documents are mandatory, if one of the document is not uploaded bid will be rejected:

Sl.no	Documents
1.	Earnest Money Deposit Rupees 55,189/-
2.	GST registration certificate.
3.	EPF registration certificate.
4.	ESI registration certificate.
5.	Labour Department registration certificate.
6.	GST returns from January 2024 to December 2024.

7.	ESI, EPF paid challans for 8 staffs from January 2024 to December 2024.
8.	Salary paid details (RTGS copy/ account statement) to 8 staffs from January 2024 to December 2024
9.	Certificate of Incorporation in case of Private Limited / Public Limited
10.	Annual Turnover statement of 3 years 2021-22, 2022-23, 2023-24 certified by Chartered Accountant, along with IT returns. Bidder should have average annual turnover of Rs 27,59,434/- in the last 3 financial years i.e 2021-22, 2022-23, 2023-24
11.	Affidavit as per format enclosed.
12.	Previous work Orders for providing 8 numbers of similar staff in any one of the 3 financial years, i.e., 2021-22, 2022-23, 2023-24.
13.	Details of the existing contracts
14.	Satisfactory Performance Certificate/Letter for providing 8 numbers of similar staffs in any one of the 3 financial years, i.e., 2021-22, 2022-23, 2023-24.
15.	Detailed proposed work plan and methodology, on how they are going to implement and monitor the staff appointed.
16.	Technical Proposal Submission Form
17.	Details of Service Provider
18.	TERMS OF REFERENCE acceptance and signature on all the pages of TERMS OF REFERENCE
19.	Affidavit for Political Neutrality

Note: Original/notarized documents to be submitted for verification if intimated.

3.5. The Technical Proposal shall not include any financial information.

Financial Proposal

3.6. The salary for the staff, ESI, EPF is detailed below, bidder must quote services charges per month. If bidders quote service charges less than five percent, then those financial offers will be rejected.

	1	2	3		4	5		6	7	8	9	10	11	12	13	14	15
Sl.no	Employee category	Salary as per the State election commission (Basic and VDA)	EMPLOYER Contribution (BBMP)		Sub Total	EMPLOYEE Contribution		Sub Total	Total Salary per month (2+4)	Take home Salary per month per personnel (7-6-4)	Service Charges 5%	Total salary per month per staff(9+7)	GST @ 18%	Total Per staff inclusive of GST	Total No. staffs	Total Value per month (12*13)	Total Value per year (14*12 months)
			ESI: 3.25%	PF: 13%		ESI: 0.75%	PF: 12%										
1	DEO	18,787.62	610.60	2,442.39	3,052.99	140.91	2,254.51	2,395.42	21,841	16,392	1,092	22,933	4,128	27,061	7	1,89,424	22,73,083
2	Technical Programmer	28,948.00	-	3,763.24	3,763.24	-	3,473.76	3,474	32,711	25,474	1,636	34,347	6,182	40,529	1	40,529	4,86,351
														TOTAL	8	2,29,953	27,59,434

- The service charge should be quoted in Karnataka public Procurement portal only. The service charge per person per month should be in percentage (%).

3.7. The Proposals must remain valid for 90 days after the submission date. The Client will make its best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the Service Provider who do not agree have the right not to extend the validity of their proposals.

4. Submission, Receipt, and Opening of Proposals

4.1. The proposal shall be uploaded online in the Karnataka public Procurement portal http://kppp.karnataka.gov.in. The bidder shall upload the proposals in the Karnataka public Procurement portal on or before the due date and time specified in the RFP Schedule.

4.2. The Technical Bids will be opened online in the Karnataka public Procurement portal on the date and time as specified in the RFP Schedule. The Financial Proposal shall remain encrypted in the Karnataka public Procurement portal.

5. Proposal Evaluation

General

5.1. From the time the proposals are opened to the time the contract is awarded, if any Service Provider wishes to contact the Client on any matter related to its proposal, it should do so in writing at the address indicated in the RFP. Any effort by the firm to influence the Client in the Client's proposal evaluation, proposal comparison or contract award decisions may result in the rejection of the Service Provider's proposal.

5.2. Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation, including its approval by competent authority is obtained

Evaluation of Technical Proposals

5.3. The evaluation committee appointed by the Client evaluates the proposals. All the documents should be uploaded mandatorily; if any one of the documents is not uploaded then bid will be rejected.

Sl.no	Documents
1.	Earnest Money Deposit Rupees 55,189/-
2.	GST registration certificate.
3.	EPF registration certificate.
4.	ESI registration certificate.
5.	Labour Department registration certificate.
6.	GST returns from January 2024 to December 2024.
7.	ESI, EPF paid challans for 8 staffs from January 2024 to December 2024.
8.	Salary paid details (RTGS copy/ account statement) to 8 staffs from January 2024 to December 2024
9.	Certificate of Incorporation in case of Private Limited / Public Limited
10.	Annual Turnover statement of 3 years 2021-22, 2022-23, 2023-24 certified by Chartered Accountant, along with IT returns. Bidder should have average annual turnover of Rs 27,59,434/- in the last 3 financial years i.e 2021-22, 2022-23, 2023-24
11.	Affidavit as per format enclosed.
12.	Previous work Orders for providing 8 numbers of similar staff in any one of the 3 financial years, i.e., 2021-22, 2022-23, 2023-24.
13.	Details of the existing contracts
14.	Satisfactory Performance Certificate/Letter for providing 8 numbers of similar staffs in any one of the 3 financial years, i.e., 2021-22, 2022-23, 2023-24.
15.	Detailed proposed work plan and methodology, on how they are going to implement and monitor the staff appointed.
16.	Technical Proposal Submission Form
17.	Details of Service Provider
18.	TERMS OF REFERENCE acceptance and signature on all the pages of TERMS OF REFERENCE
19.	Affidavit for Political Neutrality

a) If bidder fails to upload any of these documents bid will be rejected.
b) All documents to be uploaded on Karnataka public procurement portal only and physical submission of documents at a later date or on verification day will not be entertained

Opening and Evaluation of Financial Proposals; Ranking

5.4. After the technical evaluation is completed, the Client will reject the bid or were considered non-responsive to the RFP and Terms of Reference, as rejected. The Client shall open those financial bids in the Karnataka public Procurement portal, who have qualified, in the technical evaluation.

5.5. The financial bids shall be opened online in the Karnataka public Procurement portal.

5.6. The Client will select the bidder who has quoted lowest service charge per person per month. If bidders quote service charges less than five percent, then those financial offers will be rejected

5.7. If multiple bidders quote the same percentage, then in the presence of all the qualified bidders, lottery method will be followed to finalize the L1 bidder, this will be final and binding.

5.8. The selected Service Provider will be invited for negotiations if required.

6. Negotiations

6.1. Negotiations will be held at the address indicated in the RFP schedule. The aim is to reach agreement on all points and sign a contract.

6.2. The negotiations will conclude with a review of the draft form of the contract. To complete negotiations the Client and the Service Provider will initial the agreed contract. If negotiations fail, the Client will invite the firm who has quoted the second lowest price for negotiations. The process will be repeated till an agreed contract is concluded.

7. Award of Contract

7.1. The contract will be awarded following negotiations. After negotiations are completed, the Client will promptly notify other Service Provider on the shortlist that they were unsuccessful and return the Financial Proposals of those Service Provider who did not pass the technical evaluation.

7.2. The Service Provider is expected to commence the Assignment from February 2025.

7.3. The proposed number of staff can be increased or decreased by 25 percent during the contract period.

8. Confidentiality

8.1. Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the Service Provider who submitted the proposals or to other persons not officially concerned with the process, until the winning Service Provider has been notified that it has been awarded the contract.

9. Purchaser's right to vary Quantities at Time of Award

9.1 The Purchaser reserves the right at the time of Contract award to increase or decrease by up to 25 % of the proposed staffs, without any change in unit price or other terms and conditions.

10.Purchaser's Right to Accept Any Tender and to Reject Any or All Tenders

10.1The Purchaser reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected Tenderer or Tenderers

11.Bidders will be debarred as per the KTPP act.

12.Any Bidder from a country which shares a land border with India will be eligible to bid in this tender only if the Bidder is registered with the Competent Authority.

13.Period of Validity of Tenders

13.1Tenders shall remain valid for 90 days after the deadline for submission of tenders prescribed by the Purchaser. A tender valid for a shorter period shall be rejected by the Purchaser as non-responsive.

13.2 In exceptional circumstances, the Purchaser may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The earnest money deposit provided shall also be suitably extended. A Tenderer may refuse the request without forfeiting its earnest money deposit. A Tenderer granting the request will not be required nor permitted to modify its tender.

SECTION III – TECHNICAL PROPOSAL – STANDARD FORMS

1. Technical Proposal Submission Form

[To be submitted on company letter head]

To, Date: …./…./……..

Ac elections,
BBMP.

Sir/madam,

RFP Ref. No. ……

Subject: Technical Proposal for ……

We, the undersigned, offer for----------, for the above in accordance with your Request for Proposal vide no. ……. dated …./…./…….. We are hereby submitting our Proposal which includes this Technical Proposal and a Financial Proposal.

If negotiations are held during the period of validity 90 days of the Proposal, we undertake to negotiate. Our Proposal is binding upon us and subject to the modifications resulting from contract negotiations.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:	
Name:	
Title:	
Company Seal:	

2. Details of Service Provider'

Sl.	Particulars	Details				
1.	Company Name					
2.	Address of Registered Office					
3.	Contact Details	Landline				
		Mobile				
		Fax				
		Email				
4.	Director / CEO details	Name				
		Landline				
		Mobile				
		Fax				
		Email				
5.	Authorized Signatory for this RFP	Name				
		Landline				
		Mobile				
		Fax				
		Email				
		[Bidder should submit ***Power of Attorney*** authorizing to submit proposal and to represent the company for this RFP]				
6.	Branch Offices	Sl.	City	State	Address	Landline
		1.				
		2.				
7.	Total Number of Staff Employed on bid submission date	Sl.	Designation		No of Staff Employed	
		1.				
		2.				
			Total			

Authorized Signature:	
Name:	
Title:	
Company Seal:	

3. Description of the methodology and work plan for performing the assignment

The Service provider should submit detailed proposed work plan and methodology, on how they are going to implement and monitor the staff.

Brief Note on Following:

- Manpower Deployment in time after the contract award.
- Supervision & Monitoring of Attendance.
- Replacement Time.

Authorized Signature:	
Name:	
Title:	
Company Seal:	

4. Format of Annual Turnover Statement

[To be printed on letter head of Chartered Accountant.]

[Should be duly signed and certified by Chartered Accountant]

The Annual Turnover of M/s _____ during the past 3 years is given below.

Sl.	Financial Year	Turnover (in Crores)
1.	2021-22	
2.	2022-23	
3.	2023-24	
	Average turnover	

We certify that the above turnover statement is true and correct.

Signature of Chartered Accountant	
Seal of Chartered Accountant	
Registration Number	
Name of Chartered Accountant	
UDIN	
Date	
Place	

5. Format of Affidavit

[To be submitted by bidder's authorized person on Stamp Paper of Rs. 100/-]

[The affidavit shall be notarized]

AFFIDAVIT

This affidavit is executed by M/s …… on day ____, Year ____, having its registered office at …… ……for the Request for Proposal of invited by EAST -----, BRUHATH BENGALURU MAHANAGARA PALIKE for …… vide reference no. …… dated …./…./……..

We / I hereby declare and undertake on oath as follows:

1. We / I that all the information, documents, testimonials, certificates, etc., submitted by us for the above-mentioned proposal are all correct and genuine.
2. We / I declare that the Purchase Order, Invoices, Certifications, proof of payment, Certificates, etc. submitted by us are correct and genuine.
3. We / I declare that our firm / company M/s. …… is not blacklisted or de-registered by any Government / Quasi Government / other organization.
4. We / I declare that we / I will not default in the submission of Tax Deducted at Source (TDS), Provident Fund, ESI, etc.
5. We / I declare that we / I will not violate any of the provisions of the Indian Labour Law.
6. We / I are aware that if one or more of the above declarations and undertakings are found to have been violated/breached, then We / I shall be blacklisted by BRUHATH BENGALURU MAHANAGARA PALIKE for the period of five years.

Identified by me:

Deponent

Advocate

Name:

Title:

Company:

Date:

Place:

6. Affidavit for Political Neutrality

I, _____, presently working as _____ representing _____ do hereby

1. State that I am authorized in my official capacity to swear and depose to the present affidavit and as such, I am aware of the facts and circumstances based on the records of matter.

2. State that the _____ , of which I am official representative have entered in a contract with _____ , dated _____ to carry out the following works / tasks / activities _____

_____ for the purpose of _____ .

3. State that I and the organization I represent and any promoters, partners, directors, office bearers, employees, permanent, temporary and / or casual shall diligently adhere to the standards of political neutrality and fairness required and not utilize any information, document, media, data or any other material obtained, accessed or acquired by us through the tender or in the course of execution of the contract, whether confidential or not, for any political purpose or wrongful gain nor share the same with any political organization, person or party.

4. State that I and the organization I represent and any promoters, partners, directors, office bearers, employees, permanent, temporary and / or casual do not have any links, dealings or agreements with any organization, person or party of political nature.

Deponent

Verification:

7. Details of the existing contracts

	Name and Address of the organization, Name, Designation and Telephone / Fax No. of the officer concerned	Details regarding the contract	Value of Contract (Rs.)	Duration of Contract	
				From	**To**
				DD/MM/YY	DD/MM/YY
A					
B					
C					
	Additional information, if Any				

The above format may be used to provide requisite details.

Authorized Signature:	
Name:	
Title:	
Company Seal:	

SECTION IV – FINANCIAL PROPOSAL – STANDARD FORMS

1. Financial Proposal Submission Form

(Not Used)

(NOTE: The rates should be quoted in Karnataka public procurement portal only.)

SECTION V – TERMS OF REFERENCE

1. Background

The RFP is being published for the outsourcing of Data entry operators and technical programmer for the election branch offices of ADEO central:

2. Concise Statement of Objectives

This RFP is being published to appoint the service provider to provide staff on outsourced basis for a period of 12 months, extendable by another 12 months based on the performance.

3. An Outline of the Tasks to be Carried Out (Scope of work)

- The Service Provider shall be responsible for providing the requested number of personnel and should meet the prescribed minimum qualification and experience as below:

SL No.	NAME of the staff	Total staffs	Minimum Qualification Requirement
1	DEO	07	• Educational Qualification – 2nd PUC with Computer training
2	Technical Programmer	01	• Educational Qualification – Bachelor of engineering
	Grand Total	08	

Note: 1) Should follow reservation as per the Government order issued by secretary DPAR 20/05/2024.

2) As per the Government of Karnataka order number CS/137/AES/2022 dated 19/05/2022, 33% of the total staff should be reserved for women candidates.

- Assisting in compiling monthly reports for election offices.
- Managing of data, preparation of reports and submission to ac election.
- Maintenance of E-mails account.
- Collecting and consolidation of reports.
- Any other work assigned by Officers
- The personnel shall perform the duty assigned to them from time to time.
- The personnel shall take utmost care, that they are required to use in the discharge of their duties and responsibilities.
- The personnel shall not indulge in any corrupt practices in discharge of their duties and responsibilities.
- The personnel deployed by the Service provider shall conduct themselves with dignity and maintain the decorum of the institutions where they are posted. They must discharge their duties in a professional manner.
- DEO shall work in as per instructions of higher authority related to scope of work throughout the contract period.
- The bills of every month should be submitted along with the amount paid through RTGS to the staff with the copy of RTGS, ECR challans of ESI/PF paid for the

month (should submit Pehchan card of ESIC along with ECR challan for the first bill), Form Q along with the first bill, Form T along with every bill, wage slip to the employee as per minimum wages act section 18(3), to AC election office, BBMP.

- attendance of DEO should be signed by concerned officer for billing.
- TRN and CRN of PF should submit along with the monthly bill (TRN and CRN should match).
- The Service Provider shall employ and provide the services of the required staff in BBMP and to take day to day instructions from the head of the department or his/her representative, while the personnel will be deployed for the work.
- The Service Provider shall ensure that the personnel deployed should meet the prescribed qualification and experience and also get the credentials (character and antecedents) of the personnel verified by the police and obtain reports thereof.
- The Service Provider shall submit to the Employer the list of personnel deployed by him along with proof of meeting prescribed qualification and experience, medical certificate, police verification of character and antecedents, personal details such as names of parents, address (temporary and permanent), telephone number if available for record by the Employer, Aadhaar card, Bank Account details with the first bill.
- The persons so deployed shall be above 21 years. They will perform their duties to the satisfaction of the Employer.
- In case of long (more than 10 days) and unauthorized absence of any of the personnel, the Service Provider shall take immediate steps for replacement to ensure that the work of the BBMP will not Suffer.
- The Service Provider will be responsible to ensure maintenance of Office decorum and discipline by the personnel provided by him. In case of persistent misbehavior of any of the personnel, the Service Provider shall provide a replacement on receipt of complaint by the Employer.
- Senior Officer of the Service Provider should visit the Office of the Employer at least once in a month and check the working of their personnel.
- The personnel employed by the Service Provider will be in the employment of the Service Provider only. They will not have any claim what so ever in case of filling of regular posts, if any.
- If personnel provided by the Service Provider to the BBMP are found to be indulging in any undesirable or unfair activities in the Office premises, the Service Provider will solely be responsible for all the consequences, apart from, liberty of the employer to lodge a complaint before appropriate authorities.
- The personnel deployed by the Service Provider shall be covered as per applicable Act and Rules under the ESI, PF, Gratuity and Bonus.
- The Service Provider shall extend all benefits including leave accruing to them under the various applicable Labour Laws.
- Duty roster for each month including the holiday as per format p, shall be provided to concerned officers in advance.
- The Service Provider shall comply with all the requirements of the various applicable law, Acts and Rules and shall obtain required licenses, permissions, and maintain all

the registers and documents as required by law and also submit periodical returns as required to the appropriate Authorities with a copy to the Employer for record. It is also his responsibility to ensure compliance of any requirement as may be prescribed by the Employer. The Service Provider shall be solely responsible for any damages, fines or other action due to failure or lapses of any of the personnel deployed by the service provider.

- The Service Provider shall pay the personnel at the rates as may be notified by the Employer from time to time. This amount would be paid to the personnel by RTGS only after deducting the employee's contribution of PF, ESI as prescribed by the Government from time to time. The payment to the personnel should be made within 5th day of the next month for which the payment is due without waiting for the payment of his invoice to the Employer.
- The Service Provider shall deposit the Employer's contribution of PF and ESI as prescribed by the Government from time to time in the accounts of the personnel through nationalized banks to the appropriate authorities within statutorily prescribed period without waiting for the payment of his invoice to the Employer.
- Every effort would be made to ensure that the payment to the Service Provider is made in all respects and supported by the documents as detailed above. Incomplete invoices and those not supported by stipulated documents will be returned for compliance before payment. The Service Provider shall be solely responsible for the delay. Any delay in payment of the invoice provided by the Service Provider shall not be an excuse for making delayed payment to the staff regularly by the stipulated dates. The Service Provider should have ample financial resources to meet such exigency for a period of at least three months. The payment to the personnel would be made by RTGS/NEFT only.
- Non-disbursement of salary to the staff before 5th of the month due; will attract a penalty of 2% of the total bill amount submitted for payment.
- The Annual Statement of Accounts in respect of ESI & PF issued by the concerned Head of the organization shall be furnished to each of the personnel with copy to the Employer.
- The Service Provider who is entrusted with the task of providing personnel to BBMP will be solely responsible for performance of the duty entrusted to the personnel. If the services rendered are found to be unsatisfactory, even after issue of notices/warnings to that effect, or if the Service Provider does not follow the Terms and Conditions of this Contract, this Contract will be terminated by issue of two months' notice. No claim what so ever would be entertained. The decision of the Employer would be final and binding.
- Violation of any of the above terms and conditions by the service provider results in termination of contract or forfeiture of performance security or both.
- The Agency shall be the solely responsible for the safety all materials/equipment's and in case of any theft / damages to the material / equipment the same shall be made good immediately through class-1 Electrical contractors and restore. If the loss is not made good immediately, the restoration work will be taken up by the BBMP through

some other agency at the risk & cost of the Agency and the cost will be deducted out of the immediate subsequent monthly bill of the Agency. Further it is responsibility of the agency to lodge necessary complaints with the local police whenever there is theft attempt to theft / damage.

- The Service Provider shall comply with all the requirements of the various applicable law, Acts and Rules and shall obtain required licenses, permissions, and maintain all the registers and documents as required by law and also submit periodical returns as required to the appropriate Authorities with a copy to the Employer for record. It is also his responsibility to ensure compliance of any requirement as may be prescribed by the Employer. The Service Provider shall be solely responsible for any damages, fines or other action due to failure or lapses of any of the personnel deployed by the service provider.

4. Schedule for Completion of Tasks

The Service Provider shall start the services within 7 days from the date of work order.

5. Data, Services and Facilities to Be Provided by the Client

None.

6. Final Outputs (i.e., Reports, Drawings, etc.) that will be required of the Service Provider

None

7. Composition of Review Committee to Monitor Manpower Service Providers Work

The services provided by the Service Provider will be reviewed and monitored by the AC election BBMP.

8. Procedure for Review of Progress Reports, Inception, Status, Final Draft and Final Reports

The service provider shall maintain a record system to provide readily available information

9. List of Positions whose CV and Experience would be evaluated.

None.

SECTION VI – CONTRACT OF SERVICE PROVIDER'S SERVICES

1. Form of Contract

This CONTRACT (hereinafter called the "Contract") is made the …... day of the month of ……, 2025, **BETWEEN** on the one hand, …… (hereinafter called the "Client") **AND** on the other hand, …… (hereinafter called the "Service Provider ".

WHEREAS

A. the Client has requested the Service Provider to provide certain services as defined in the RFP document, GCC (General Conditions of Contract), SCC attached to this Contract (hereinafter called the "Services");

B. the Service Provider, having represented to the Client that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract;

NOW THEREFORE the parties hereto hereby agree as follows:

1) The following documents attached hereto shall be deemed to form an integral part of this Contract:
   a) The General Conditions of Contract (hereinafter called "GC");
   b) The Special Conditions of contract (hereinafter called "SC");
   c) RFP document
   d) Notification of award.
2) The mutual rights and obligations of the Client and the Service Provider shall be as set forth in the Contract, in particular:
   a) The Service Provider shall carry out the Services in accordance with the provisions of the Contract; and
   b) the Client shall collect the payments from the Service Provider in accordance with the provisions of the Contract.

IN WITNESS WHEREOF, the Parties hereto have caused this Contract to be signed in their respective names as of the day and year first above written.

FOR AND BEHALF OF

BRUHATH BENGALURU MAHANAGARA PALIKE

FOR AND BEHALF OF

[Name of Service provider]

2. General Conditions of Contract

2.1. General Provisions

2.1.1. Definitions

1) Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

   a) "Applicable Law" means the laws and any other instruments having the force of law in India, as they may be issued and in force from time to time;

   b) "Contract" means the Contract signed by the Parties, to which these General Conditions of Contract (GCC) are attached, together with all the documents listed in Clause 1 of such signed Contract;

   c) “Effective Date” means the date on which this Contract comes into force.

   d) “Contract Price” means the price to be paid for the performance of the Services;

   e) "GCC" means these General Conditions of Contract;

   f) "Government" means the Government of Karnataka;

   g) "Local currency" means Indian National Rupee;

   h) "Party" means the Client or the Service Provider, as the case may be, and Parties means both of them;

   i) "Personnel" means persons hired by the Service Provider or by any Sub-Service Provider as employees and assigned to the performance of the Services.

   j) "SCC" means the Special Conditions of Contract by which these General Conditions of Contract may be amended or supplemented;

   k) "Services" means the work to be performed by the Service Provider pursuant to this Contract as described in TOR; and

   l) ‘Third party” means any person or entity other than the Government, the Client, the Service Provider.

2.1.2. Law Governing the Contract

This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Law.

2.1.3. Language

This Contract has been executed in English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

2.1.4. Notices

Any notice, request or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to

an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail specified in this RFP.

2.1.5. Location

The Services shall be performed at such locations as are specified in the RFP.

2.1.6. Authorized Representatives

Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Client or the Service Provider may be taken or executed by the officials specified in the RFP.

2.1.7. Taxes and Duties

The Service Provider and the personnel shall pay the taxes, duties, fees, levies and other impositions levied under the existing, amended or enacted laws during life of this contract and the client shall perform such duties in regard to the deduction of such tax as may be lawfully imposed.

It is the responsibility of the Service Provider to strictly abide by the Indian Labour Laws and Acts, including but not limited to payment of TDS, PF, ESI, Service Tax to the Government.

2.2. Commencement, Completion, Modification, and Termination of Contract

2.2.1. Effectiveness of Contract

This Contract shall come into effect on the date the Contract is signed by both Parties.

2.2.2. Commencement of Services

The Service Provider shall begin carrying out the Services within 7 days after the date the Contract becomes effective.

2.2.3. Expiration of Contract

Unless terminated earlier pursuant to Clause 2.2.7, this Contract shall terminate at the end of 12 months, which may be extended by another 12 months based on the performance.

2.2.4. Modification

Modification of the terms and conditions of this Contract, including any modification of the scope of the Services or of the Contract Price, may only be made by written agreement between the Parties or as instructed by BBMP.

2.2.5. Force Majeure

1) Definition

a) For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party, and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

2) No Breach of Contract

a) The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

3) Extension of Time

a) Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

4) Payments

a) During the period of their inability to perform the Services as a result of an event of Force Majeure, the Service Provider shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

2.2.6. Suspension

The Client may by written notice of suspension to the Service Provider, suspend all payments to the Service Provider hereunder if the Service Provider fail to perform any of their obligations under this contract, including the carrying out of the Services, provided that such notice of suspension (i) shall specify the nature of the failure, and (ii) shall request the Service Provider to remedy such failure within a period not exceeding thirty (30) days after receipt by the Service Provider of such notice of suspension.

2.2.7. Termination

1) By the Client

a) The Client may terminate this Contract, by not less than thirty (30) days' written notice of termination to the Service Provider, to be given after the occurrence of any of the events specified in paragraphs (b) through (e) of this Clause 2.2.7 (1) and sixty (60) days' in the case of the event referred to in (g):

b) if the Service Provider do not remedy a failure in the performance of their obligations under the Contract, within thirty (30) days of receipt after being notified or within such further period as the Client may have subsequently approved in writing;

c) if the Service Provider (or any of their Members) become insolvent or bankrupt;

d) if, as the result of Force Majeure, the Service Provider are unable to perform a material portion of the Services for a period of not less than sixty (60) days; or

e) if the Service Provider, in the judgment of the Client has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

f) For the purpose of this clause:

i) “corrupt practice” means the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the selection process or in contract execution.

ii) “fraudulent practice” means a misrepresentation of facts in order to influence a selection process or the execution of a contract to the detriment of GOK, and includes collusive practice among Service Provider (prior to or after submission of proposals) designed to establish prices at artificial non-competitive levels and to deprive GOK of the benefits of free and open competition.

g) if the Client, in its sole discretion and for any reason whatsoever, decides to terminate this Contract.

h) Service Provider and their staff if fails to strictly adhere to the Information Technology Act 2000 and its subsequent amendments at all times

2) By the Service Provider

a) The Service Provider may terminate this Contract, by not less than thirty (30) days' written notice to the Client, such notice to be given after the occurrence of any of the events specified in paragraphs (i) through (iii) of this Clause 2.2.7 (2):

i) if the Client fails to pay any monies due to the Service Provider pursuant to this Contract and not subject to dispute pursuant to Clause 7 hereof within forty-five (45) days after receiving written notice from the Service Provider that such payment is overdue;

ii) If the Client is in material breach of its obligations pursuant to this Contract and has not remedied the same with in forty-five (45) days (or such longer period as the Service Provider may have subsequently approved in writing) following the receipt by the Client of the Service Provider’ notice specifying such breach;

iii) if, as the result of Force Majeure, the Service Provider are unable to perform a material portion of the Services for a period of not less than sixty (60) days.

3) Cessation of Rights and Obligations

a) Upon termination of this Contract pursuant to Clause GCC 2.2.7, or upon expiration of this Contract pursuant to Clause GCC 2.2.3, all rights and obligations of the Parties hereunder shall cease, except:

i) such rights and obligations as may have accrued on the date of termination or expiration;

ii) the obligation of confidentiality set forth in Clause GCC 2.3.3 hereof;

iii) any right which a Party may have under the Applicable Law.

4) Cessation of Services

a) Upon termination of this Contract by notice of either Party to the other pursuant to Clauses GCC 2.2.7 (1) or GCC 2.2.7 (2) hereof, the Service Provider shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the Service Provider and equipment and materials furnished by the Client, the Service Provider shall proceed as provided, respectively, by Clauses GCC 2.3.7 and GCC 2.3.8.

5) Payment upon Termination

a) Upon termination of this Contract pursuant to Clauses 2.2.7 (1) or 2.2.7 (2), the Client shall make the following payments to the Service Provider:

i) Payment for Services satisfactorily performed prior to the effective date of termination;

ii) except in the case of termination pursuant to paragraphs (b) and (c) of Clause 2.2.7 (1), reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract.

2.3. Obligations of the Service Provider

2.3.1. General

The Service Provider shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Service Provider shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the Client, and shall at all times support and safeguard the Client's legitimate interests in any dealings with Sub-Service Provider or third parties.

2.3.2. Conflict of Interest

1) Service Provider Not to Benefit from Commissions, Discounts, etc.

a) The remuneration of the Service Provider pursuant to Clause 2.6 shall constitute the Service Provider' sole remuneration in connection with this Contract or the Services, and the Service Provider shall not accept for their own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Service Provider shall use their best efforts to ensure that the Personnel, any Sub-Service Provider, and agents of either of them, similarly shall not receive any such additional remuneration.

2) Procurement Rules of Funding Agencies

a) Deleted.

3) Service Provider and Affiliates Not to engage in certain Activities

a) Deleted.

4) Prohibition of Conflicting Activities

a) Neither the Service Provider nor their Sub-Service Provider nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

i) during the term of this Contract, any business or professional activities in the Government's country which would conflict with the activities assigned to them under this Contract; or

ii) after the termination of this Contract, such other activities as may be specified in this RFP.

2.3.3. Confidentiality

The Service Provider, their Sub-Service Provider, and the Personnel of either of them shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Client's business or operations without the prior written consent of the Client.

2.3.4. Insurance to Be Taken Out by the Service Provider

It shall be the responsibility of the Service Provider to obtain necessary and required insurance(s) to all their staff posted at the Clients locations.

2.3.5. Service Provider' Actions Requiring Client's Prior Approval

1) The Service Provider shall obtain the Client's prior approval in writing before taking any of the following actions:

a) entering into a subcontract for the performance of any part of the Services, it being understood (i) that the selection of the Sub-Service Provider and the terms and conditions of the subcontract shall have been approved in writing by the Client prior to the execution of the subcontract, and (ii) that the Service Provider shall remain fully liable for the performance of the Services by the Sub-Service Provider and its Personnel pursuant to this Contract;

b) any other action that may be specified in the RFP.

2.3.6. Reporting Obligations

The Service Provider shall submit to the Client the reports and documents specified in Terms of the reference.

2.3.7. Documents Prepared by the Service Provider to be the Property of the Client

The Service provider shall not use these documents for purposes unrelated to this Contract without the prior written approval of the Client. All Intellectual Property Rights (IPR) of the data, information, etc. created, generated, written, prepared, etc. shall be the sole property of the Client.

2.3.8. Equipment and Materials Furnished by the Client

Equipment, and other materials made available to the service provider by the Client or purchased by the service provider with funds provided by the Client shall be the property of the Client and shall be marked accordingly. Upon termination or expiration of this Contract, the service provider shall make available to the Client an inventory of such equipment and materials. While in possession of such equipment, and other materials, the Service provider, unless otherwise instructed by the Client in writing, shall insure them at the expense of the Client in an amount equal to their replacement value. The service provider should maintain all the equipment and other materials handed over during the agreement in his own expense.

2.4. Service Provider' Personnel

2.4.1. Description of Personnel

As per section two clause 3.3.2

2.4.2. Removal and/or Replacement of Personnel

1) Except as the Client may otherwise agree, no changes shall be made in the staff. If, for any reason beyond the reasonable control of the Service Provider, it becomes necessary to replace any of the staff, the Service Provider shall forthwith provide as a replacement a person of equivalent or better.
2) If the Client finds that any of the staff have (i) committed serious misconduct or has been charged with having committed a criminal action, or (ii) have reasonable cause to be dissatisfied with the performance of any of the staff, then the Service Provider shall, at the Client's written request specifying the grounds therefor, forthwith provide as a replacement a person with qualifications and experience acceptable to the Client.
3) The Service Provider shall have no claim for additional costs arising out of or incidental to any removal and/or replacement of staff.
4) In case the staffs of service provider want to resign during the contract period, the staff shall provide a notice period of 90 days to the Client or the notice period approved by client on a case-to-case basis.
5) In case the Client wants to replace any staff, the Service Provider shall replace the staff within 30 days or as per the time period specified by the Client on a case-to-case basis.

2.5. Obligations of the Client

2.5.1. Assistance and Exemptions

a) Unless otherwise specified, the Client shall use its best efforts to ensure that the appropriate for the prompt and effective implementation of the Services;

2.5.2. Services and Facilities

Services as per TOR.

.

2.6. Payments to the Service Provider

2.6.1. Lump Sum Remuneration

The Salary to the staff should be paid is as below:

	1	2	3		4	5		6	7	8	9	10	11	12	13	14	15
Sl.no	Employee category	Salary as per the State election commission (Basic and VDA)	EMPLOYER Contribution (BBMP)		Sub Total	EMPLOYEE Contribution		Sub Total	Total Salary per month (2+4)	Take home Salary per month per personnel (7-6-4)	Service Charges 5%	Total salary per month per staff(9+7)	GST @ 18%	Total Per staff inclusive of GST	Total No. staffs	Total Value per month (12*13)	Total Value per year (14*12 months)
			ESI: 3.25%	PF: 13%		ESI: 0.75%	PF: 12%										
1	DEO	18,787.62	610.60	2,442.39	3,052.99	140.91	2,254.51	2,395.42	21,841	16,392	1,092	22,933	4,128	27,061	7	1,89,424	22,73,083
2	Technical Programmer	28,948.00	-	3,763.24	3,763.24	-	3,473.76	3,474	32,711	25,474	1,636	34,347	6,182	40,529	1	40,529	4,86,351
														TOTAL	8	2,29,953	27,59,434

2.6.2. Contract Price

The Contract price will be salary and the service charges quoted by the successful bidder.

2.6.3. Payment for Additional Services

Nil.

2.6.4. Terms and Conditions of Payment

a) Receipt of payment of P.F, ESI as applicable.

b) Attendance extract through log safe app.

c) Payment receipt details transferred through NEFT/RTGS to the account of concerned staff.

d) The bills of every month should be submitted along with the amount paid through RTGS to staff with the copy of RTGS, ECR challans of ESI/PF paid for the month (should submit Pehchan card of ESIC along with ECR challan for the first bill), Form Q along with the first bill, Form T along with every bill.

e) The Service Provider shall pay the personnel at the rates as may be notified by the Employer from time to time. This amount would be paid to the personnel by RTGS only after deducting the employee's contribution of PF, ESI as prescribed by the Government from time to time. The payment to the personnel should be made within 5th day of the next month for which the payment is due without waiting for the payment of his invoice to the Employer.

f) The Service Provider shall comply with all the requirements of the various applicable law, Acts and Rules and shall obtain required licenses, permissions, and maintain all the registers and documents as required by law and also submit periodical returns as required to the appropriate Authorities with a copy to the Employer for record. It is also his responsibility to ensure compliance of any requirement as may be prescribed by the Employer. The Service Provider shall be solely responsible for any damages, fines or other action due to failure or lapses of any of the personnel deployed by the service provider.

g) The Service Provider shall deposit the Employer's contribution of PF and ESI as prescribed by the Government from time to time in the accounts of the personnel through nationalized banks to the appropriate authorities within statutorily prescribed period without waiting for the payment of his invoice to the Employer.

h) Bills should be submitted by 5th of every month through concerned officer.

i) The authorized officer will forward the bill to the Kajane K2 for payment.

j) Payment will be made to the bidder after deducting taxes as payable under Applicable law and after taking into account any deduction/ fine / penalties imposed by Bruhat Bangalore Mahanagar Palike.

k) In case of dispute, the undisputed amount will be paid and the disputed amount will be verified and if found in order shall be paid along with the bills for the following month if not, the same be disallowed.

l) Penalties:

Sl. No.	Item	Penalty
1	Not Deputing staff in time.	0.5 % of monthly fee payable
2	Non-disbursement of salary to the staff before 5th of the month due;	penalty of 2% of the particular bill amount submitted for payment.
3	starting the services	5% per day to a maximum of 10% of contract value including tax if the service provider not starting the services within 7 days from the date of work order.

m) In case if there is any dispute regarding the payment for any month the decision of the Chief Commissioner BBMP will be final.

2.6.5. Interest on Delayed Payments

Nil.

2.7. Settlement of Disputes

2.7.1. Amicable Settlement

The Parties shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

2.7.2. Dispute Settlement

Any dispute between the Parties as to matters arising pursuant to this Contract that cannot be settled amicably within thirty (30) days after receipt by one Party of the other Party's request for such amicable settlement may be submitted by either Party for settlement and final authority to take the final decision for all the disputes will be Hon'ble Chief Commissioner, BBMP, Bangalore.

2.7.3. Place of Jurisdiction

All the matter pertaining to court will be at Civil court Bangalore Jurisdiction only.

2.8. Performance Security

a) Within 7 days of Notification of Award, the successful bidder shall furnish Performance Security to the Purchaser shall be for the 5% of the total approved tender amount, valid upto 60 days after the date of completion of performance obligations under this contract.

b) The Performance Security shall be in the form of Bank Guarantee/DD drawn in favour of the Client.

c) Discharge of the performance Security shall take place not later than 90 days following the date of completion of the Service Provider's performance obligations under the contract.

d) In the event of any contractual amendment, the Service Provider shall, within 28 days of receipt of such amendment, furnish the amendment to the Performance Security, rendering the same valid for the duration of the Contract, as amended for 60 days after the completion of performance obligations.

2.9. Risk Clause

The Contractor shall at all times have standby arrangements for carrying out the work under the Contract in case of failure of the existing arrangement. BBMP reserve the right for termination of the contract at any time by giving one month written notice, if the services are found unsatisfactory and also has the right to award the contract to any other selected tenderers at the cost, risk and responsibilities of Contractor and excess expenditure incurred on account of this will be recovered by BBMP from the Contractor Security Deposit or by raising a separate claim.

a. All necessary reports and other information will be handed over to BBMP on a mutually agreed basis and regular meetings will be held with the BBMP.

b. Service provider and its staff shall take proper and reasonable precautions to preserve from loss, destructions, waste or misuse the areas of responsibility given to them by the BBMP and shall not knowingly lend to any person or company any of the effects or assets of the BBMP under its control.

c. In the event of loss/damage of equipment etc. at the premises of the BBMP due to negligence/carelessness of service provider staff, if established after a joint enquiry, then the service provider shall compensate the loss to the institution.

d. The service provider or its representative/s shall meet BBBMP representative/s regularly to take feedback regarding the services. The service provider will also maintain a suggestion book for comments on the services rendered by it.

e. The service provider shall, in performing its part of this Agreement, ensure the safety of the building and the persons working in or visiting the

premises and shall indemnify BBMP for any loss or damage caused by any act of the service provider or its employees or staff etc.

f. The service provider shall not assign or sublet this Agreement or any part thereof to any third party without the approval of BBMP

g. Training on behavior aspects and ethics must be done regularly. BBMP ways of working should be communicated to all contract staff. Training report of the same must be submitted once in a month.

f. Licenses if any required for services at the site will be procured by the service provider.

g. Any loss caused to the life and property due to negligence or dereliction of duty of the engaged service provider is to be indemnified by the service provider upto the entire satisfaction of the concerned office.

h. The service provider should have insurance facility of the 110% of contract value including tax.

Checklist for Documents to be submitted

[IMPORTANT NOTICE: The following checklist of documents should be submitted by the bidder in this bid. The following list is only an illustrative list and not the complete list of documents. Bidders may please note that, in case one or more documents as required in the tender document are not submitted in the bid, as per the format mentioned in the RFP document and in clear & readable format, before the RFP due date and time, then the bid submitted by the bidder shall be liable for outright rejection. The Client shall not accept any document which have not been uploaded before the RFP due date and time. Therefore, the bidders are requested to read the RFP document carefully and submit/upload the complete list of documents as required in the RFP document.]

Sl.no	Documents
1.	Earnest Money Deposit Rupees 55,189/-
2.	GST registration certificate.
3.	EPF registration certificate.
4.	ESI registration certificate.
5.	Labour Department registration certificate.
6.	GST returns from January 2024 to December 2024.
7.	ESI, EPF paid challans for 8 staffs from January 2024 to December 2024.
8.	Salary paid details (RTGS copy/ account statement) to 8 staffs from January 2024 to December 2024
9.	Certificate of Incorporation in case of Private Limited / Public Limited
10.	Annual Turnover statement of 3 years 2021-22, 2022-23, 2023-24 certified by Chartered Accountant, along with IT returns. Bidder should have average annual turnover of Rs 27,59,434/- in the last 3 financial years i.e 2021-22, 2022-23, 2023-24
11.	Affidavit as per format enclosed.
12.	Previous work Orders for providing 8 numbers of similar staff in any one of the 3 financial years, i.e., 2021-22, 2022-23, 2023-24.
13.	Details of the existing contracts
14.	Satisfactory Performance Certificate/Letter for providing 8 numbers of similar staffs in any one of the 3 financial years, i.e., 2021-22, 2022-23, 2023-24.
15.	Detailed proposed work plan and methodology, on how they are going to implement and monitor the staff appointed.
16.	Technical Proposal Submission Form
17.	Details of Service Provider
18.	TERMS OF REFERENCE acceptance and signature on all the pages of TERMS OF REFERENCE
19.	Affidavit for Political Neutrality
20.	Any other documents as per the tender document